

ORR Refugee Career Pathways Record Keeping Requirements

ORR will require that all Refugee Career Pathways program recipients maintain case files with the following documents:

- Career development plans for each participant, to include
 - A description of the career field the participant intends to enter, along with any corresponding skills, experience, and credentials that will be beneficial in gaining employment in that field
 - Specific job titles for which the participant could qualify within the term of the participants' involvement with the RCP program, along with any additional education, credentials, or experience required to qualify
 - Identification of other potential barriers to entry in the participant's chosen career field (such as limited English skills, lack of familiarity with workplace standards, or inexperience with job search strategies) and a corresponding strategy to eliminate or mitigate these barriers
 - Specific educational courses and/or programs of study to be completed by the participant
 - Opportunities to gain additional experience such as on-the-job training, mid-career internships, or apprenticeships to be completed by the participant
 - Exams and/or training programs required to acquire a credential required for, or helpful in obtaining, employment in the participant's chosen career field; if it is possible for a previously acquired credential to be recognized by U.S. employers, a plan detailing the steps needed for recognition of this credential
 - Local employers hiring for the positions described above
 - A list of mentors and other potential contacts able to provide guidance in locating a job and succeeding in the participant's chosen field
 - Any costs associated with each item described above
- Documentation of participant eligibility
- Case notes
- Documentation of all financial assistance payments made to, or on behalf of, the participant, along with any applicable invoices and receipts

Case files may be kept in either paper or electronic format.